



Community Development Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
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Notice for Competitive Bids

To: Builders and contractors of interest in vicinity of Locust Grove, Georgia

Cc: Don McKenzie, City Manager

From: Tim Young, Director

Date: August 9, 2011

Subject: Solicitation for bids on Miscellaneous Repairs to Community/ Court Room

The City of Locust Grove seeks interested parties to submit bids on various aspects of work on the community/court room of the LGI Building that is the town's city hall, which is listed on the National Register. More specifically, the city seeks parties interested in one or more of the following:

1. Repair replacement of the roof structure from a flat, membrane-based system to a regular gable truss system.
2. Demolition of existing kitchen area to enlarge usable area of court room.
3. Relocation/enclosure of electrical boxes within court room area.
4. Installation of drywall, flooring, and reconstruction of municipal court dais.
5. Renovation of two (2) bathrooms in connecting hallway, including painting, HVAC duct work, installation of drop ceiling.
6. Replacing ceiling tiles.
7. Replacement of windows in connecting hallway.
8. Miscellaneous repairs as needed.

All interested parties seeking to bid on this project shall have all appropriate State of Georgia licenses as required for such work and shall be licensed and bonded in the appropriate manner necessary to assure work is completed within the required limits of liability between the approved bid and the City of Locust Grove.

A pre-bid meeting will be held on August 10, 2011 at 2:00 PM in the Council Chamber of City Hall, located at 3644 Highway 42, Locust Grove, GA 30248. All bids and requirements shall be delivered in a sealed envelope by Noon on August 15, 2011 at:

City of Locust Grove
Community Development Department-LGI Courtroom Renovation Bids
PO Box 900
Locust Grove, Georgia 30248

Or, in person at City Hall, 3644 Highway 42, Locust Grove, GA 30248

Staff may be reached for site visits at (770) 957-5043. Proposals will be formally accepted and acknowledged at Locust Grove City Hall by staff personnel. The City of Locust Grove reserves the right to reject any and all proposals and waive any technicalities where permitted.

Required Items for Bid Submission:

- ☐ Name of Company/Individual submitting bid.
- ☐ Address, Phone, and E-mail
- ☐ Qualifications as a Licensed GA Residential-Light Commercial or General Contractor
- ☐ Names of any subcontractors and qualifications.
- ☐ At least three (3) recent job references.
- ☐ Statement of the understanding of the work entailed in this request for Qualified Bid.
- ☐ Time to complete project, including preferred schedule of tasks.
- ☐ Amount of bid.

Required Items Necessary for Winning Bidder:

- ☐ Proof of Liability Insurance.
- ☐ Proof of Workman's Compensation Insurance.
- ☐ Submission of all required licenses and occupation tax certificates (i.e., business licenses)
- ☐ Submission of all required INS documentation.
- ☐ Retainage will be at 10% of Bid Amount payable upon final acceptance of work.
- ☐ Change Orders must be documented in advance prior to authorization to begin said work.
- ☐ Change Orders over \$5,000 may require prior authorization of Mayor and Council.
- ☐ Maintenance of facility for Court Hearings
 - Court meets twice a month in that facility and must be kept in neat and orderly appearance during the work.
 - Keep all areas in relative good order at the end of the construction day wherever possible.
- ☐ Other:

Community Room / Hall / Bathrooms / Office / Linda's Office Renovation

August 10, 2011

Main Court Room / Possible City Council Chambers:

- Replace all ceiling tile
- Replace all HVAC vents
- Extend drop ceiling to all sides
- Remove Judges bench
- Build new judges bench
- All walls to be sheetrock with chair rail
- Remove old gas heater in ceiling
- Remove all kitchen equipment
- Remove all cabinets
- Remove block wall in center of room
- Build minimum depth walls to cover all conduit / piping on some walls
- Add door to access electrical panels
- Carpet floors (or wood laminate tile??)
- Paint all walls and doors
- Install new pitched roof with shingles over entire flat roof (price separately)
- Replace double doors at hallway with see thru panel in top

Hallway:

- Add drop ceiling with lights where needed
- Replace (2) windows
- Add Sheet rock walls
- Replace double doors with wooden with see thru upper panel
- Remove wall heater
- Carpet floors and steps
- Paint walls and doors
- Add HVAC vents where needed

Bathrooms:

- Add drop ceiling with lights
- Paint walls / doors
- Add HVAC vents where needed

Spare Office / Bathroom:

- Sheetrock all walls in office
- Add Drop ceiling in office / bathroom with lights
- Paint all walls in office / bathroom
- Carpet office
- Add HVAC vents where needed

Existing Office(Linda's):

- Paint all walls
- Replace carpet

Note:

- (1) Size HVAC units to include all areas except existing office
- (2) Include any electrical relocation needed.
- (3) Remove / relocate all water / gas / electrical lines not needed

ALL BIDS ARE TO INCLUDE ALL MATERIAL AND LABOR